

28 November 1972

MEMORANDUM FOR: Director of Training

THROUGH : Chief, Support School

SUBJECT : Course Report - Support Services Review:
Trends and Highlights No. 38 (2-73)

25X1A

1. The thirty-eighth running of the SSR:T&H was conducted
[REDACTED] 30 October - 3 November 1972.
47? Forty-five students attended: 34 men and 11 women. The Course
Schedule, Student Roster and Student Critiques are Attachments
A, B, and C respectively. 10?

2. This was an excellent group who showed great
enthusiasm for the presentations and asked very many questions
of the speakers. The critiques were generally quite favorable.

3. All of the speakers participated as originally scheduled,
with the following exceptions:

25X1A

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25X1A

[REDACTED] for John Blake

[REDACTED]
Howard Osborn

[REDACTED]
Course Administrator

Attachments:

- A. Course Schedule
- B. Student Roster
- C. Student Critiques

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CENTRAL INTELLIGENCE AGENCY

SUPPORT SERVICES REVIEW TRENDS AND HIGHLIGHTS

Course No. 2-73
(Thirty-eighth running)
30 October - 3 November 1972

25X1A

Seminar Room, Administration Building
[REDACTED]

OBJECTIVES

1. To provide a training framework in which personnel of the Support Services will learn of significant programs and activities of the various Support Offices and will learn of policies and trends in Agency support.
2. To provide an environment in which individuals from various Offices of Support Services will get to know one another in order to enhance future work relationships.

OFFICE OF TRAINING

Support School

Administrative Training

Course Administrator: [REDACTED]
Course Assistant : [REDACTED]
Training Assistant : [REDACTED]

25X1A

Office: Room 205, Chamber of Commerce Building, Ext. 3567

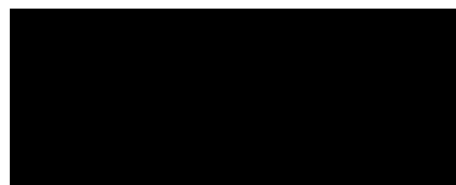
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SUPPORT SERVICES REVIEW TRENDS AND HIGHLIGHTS

Monday, 30 October 1972

1000-1045 Welcome, Administration
and Security



25X1A

Course Administrator,
Office of Training

1100-1200 CIA and National Security



25X1A

Chief, Intelligence Faculty,
School of Intelligence and
World Affairs, Office of
Training

1200-1300 Lunch

1300-1355 Office of Training:
Trends and Highlights



25X1A

Deputy Director of
Training

1405-1500 The Role of the Special
Support Assistant to the
Deputy Director for
Support



25X1A

Special Support Assistant
to the Deputy Director
for Support

1510-1600 Agency Records
Management



25X1A

Records Management
Training Officer, OTR

1600-1700 Tour of Records Center



25X1A

Chief, Agency Archives
and








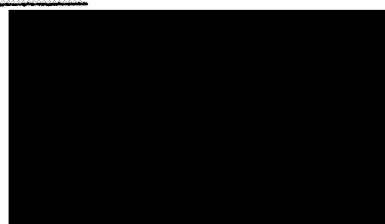
25X1A

Chief, Agency Records
Center

SOCIAL HOUR & DINNER

SUPPORT SERVICES REVIEW TRENDS AND HIGHLIGHTS

Tuesday, 31 October 1972

0830-0945	Office of Finance: Trends and Highlights	<u>Thomas Yale</u> Director of Finance	25X1A
1000-1045	Introduction to Logistics	<u>John F. Blake</u> Director of Logistics	
1100-1200	Agency Depot System and Materiel Support to Overseas Operations	 Deputy Chief, Supply Division, OL	25X1A
1200-1310	Lunch and Exhibit		
1310-1350	Headquarters Logistics Support Problems	 Chief, Logistics Services Division, CL	25X1A 25X1A
1400-1440	Procurement and Contracting for Materiel and Services	 Deputy Chief, Procurement Division, OL	
1450-1530	Support Rendered by Real Estate and Construction Facilities	 Deputy Chief, Real Estate and Construction Division, OL	25X1A
1540-1640	Support Rendered by the Printing Services Facilities	 Chief, Printing Services Division, OL	25X1A
1645-1700	Logistics Wrap Up	<u>John F. Blake</u> 	25X1A

SOCIAL HOUR & DINNER

SUPPORT SERVICES REVIEW TRENDS AND HIGHLIGHTS

Wednesday, 1 November 1972

25X1A

0815-0830

[REDACTED]

0845-1015

Office of Communications:
Trends and Highlights

25X1A

[REDACTED]
Deputy Director of
Communications

1030-1200

Communications Training

25X1A

[REDACTED]
Office of Communications

25X1A

1200-1245

Lunch

[REDACTED]

1245-1430

Tour - Covert
Communications
Laboratory

25X1A

[REDACTED]
Chief, Covert
Communications
Laboratory, Office
of Communications

25X1A

1430-1445

[REDACTED]

1510-1600

Operational Medicine

25X1A

[REDACTED]
Chief, Operations Division,
Office of Medical Services

1610-1700

Office of Medical Services:
Trends and Highlights




25X1A

[REDACTED]
Deputy Director, Office of
Medical Services

SOCIAL HOUR & DINNER

SUPPORT SERVICES REVIEW TRENDS AND HIGHLIGHTS

Thursday, 2 November 1972

0845-1215	Security Trends and Highlights. An overview of current security missions and functions with emphasis upon new developments in the security field.	<u>Howard Osborn</u> Director of Security and <u>Office of Security</u> <u>Representatives</u>	
1215-1330	Lunch		
1330-1440	Personnel Benefits and Services	 Chief, Benefits and Services Division, Office of Personnel	25X1A
1450-1550	The Agency Retirement Program and Retirement Services	2  Chief, Retirement Affairs Division, Office of Personnel	25X1A
1600-1700	Office of Personnel: Trends and Highlights	 Deputy Director of Personnel	25X1A

SOCIAL HOUR & DINNER

SUPPORT SERVICES REVIEW TRENDS AND HIGHLIGHTS

Friday, 3 November 1972

0830-0915	Film: "Need to Know"		
0920-1010	Support Services Staff Program Responsibilities	[REDACTED] Chief, Support Services Staff	25X1A
1020-1200	Support Information Processing Systems	[REDACTED] Deputy Chief, Support Information Processing Systems (SIPS) Task Force	25X1A
		[REDACTED] Deputy Chief, Management Support Division, OCS	25X1A
		[REDACTED] Chief, Data Management Center Team, SIPS	25X1A
1200-1315	Lunch		
1315-1410	Microfilm Programs	[REDACTED] Assistant to the Chief, Support Services Staff	25X1A
1430-1515	Meeting with the Deputy Director for Support	<u>John Coffey</u>	
1520-1530	Final Administration	<u>STAFF</u>	

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ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Support Docs Review : T + H # 3P

FROM:

25X1A

205 C of C

EXTENSION

3567

NO.

DATE

28 November 1972

TO: (Officer designation, room number, and building)

DATE

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FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

DC/SUS-AT

28 Nov 72

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2.

C/SUS

29 Nov 72

[Signature]

3.

SA/CD

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DTR

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EAI MR

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